



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: COMMUNITY PROGRAM SPECIALIST I

SALARY RANGE:	\$3,731 - \$4,671 per month* <small>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Limited Term (24-months), Full-Time <small>*This position is a Limited Term appointment with the potential to become permanent.</small>
PROGRAM/DEPARTMENT:	Sonoma Regional Project
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES

The Sonoma Regional Project is recruiting for a Community Program Specialist I (CPS I). The position is a Full-Time, Limited Term appointment, up to 24 months with the potential of becoming permanent. Under the direction of the CPS-IV, Project Director, the CPS I assists with identifying the consumer's services and supports needed and is responsible for preparing and transitioning consumers to less restrictive environments. Day-to-day activities may be coordinated by the CPS-II. The CPS-I works simultaneously with consumers, families, regional centers, vendors, developmental center staff and others during the transition and provides intervention and consultation as needed. The incumbent provides monitoring and behavior management consultation to vendors when needed; conducts assessments pursuant to Welfare and Institutions Code, Section 4418.7, and behavioral/crisis intervention as needed; coordinates, schedules, and provides training for regional centers, vendors, and developmental center staff; responsible for maintaining clear and complete records of all activities. The CPS-I is responsible for scheduling, coordinating, and participating in transition and placement activities; planning and scheduling Transition Support Meetings (TSM) and assisting with the facilitation and recording of these meetings; attending and completing post-placement follow-ups; maintaining client records, document transition visits, participating in assessments, consultation, crisis intervention and completed 4418.7 assessments; schedules and conducts training activities, related conferences, and training seminars; performs other duties as outlined in the employee's official duty statement.

WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of any one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Applicants are asked to specify the type of eligibility they possess when applying. Applications may be obtained from the Human Resources Personnel Office at the Sonoma Developmental Center or may be downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Examination Unit – Room 124 Porter Administration Building (PAB)
P.O. Box 1493 (Please use for mailing purposes)
15000 Arnold Drive
Eldridge, CA 95431
(707) 938-6889 Contact Liz Stoddard for questions specific to the essential function of the position. Eligibility will be determined by the selection analyst in the Human Resources Department.

